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Mr. John W. Macy, Jr.
Executive Director
U. S. Civil Service Commission
Washington 25, D. C.

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By:	833

Dear Mr. Macy:

The following comments are made in response to Departmental Circular 731, dated 5 November 1953, concerning Federal leave administration.

FEDERAL LEAVE ADMINISTRATION GENERALLY

1. Is the present leave system adequate? If not, what are its specific deficiencies?

The Federal leave system seems generally adequate in terms of public policy and of its relationship to customary practices in private employment.

In evaluating the current system, consideration must also be given to the administrative complications resulting from such policies as the application of a graduated leave system, prescription of maximum accumulations and reduction or forfeiture of excess leave. The accounting, reporting and control requirements necessitated by these policies are believed, however, to be matters of secondary importance.

The minimum accrual of 13 days annual leave per year does not seem sufficient for an employee to take care of essential personal business during the year and to maintain him in a pay status for a reasonable vacation period.

The reductions in leave accrual rates imposed by the 1951 Act seem to have resulted in an increased number of requests for advanced leave. This circumstance not only entails additional administrative difficulties in approving and recording such leave but occasionally requires collection for unearned advanced leave.

The provisions for forfeiture of leave are considered objectionable in that they tend to penalize those whose loyalty and conscientiousness, often demonstrated in response to official request, cause them to postpone their taking of annual leave in the interest of Government business. It is recognized, however, that some limit must be placed on accumulations of leave.

2. What are your recommendations for improvement? What specific legislative or administrative action would be required to carry out your recommendations?

Overseas leave is a principal concern of this Agency. It is believed that the extra leave benefits accorded to overseas employees of the State Department Foreign Service under Section 203(f) of the Annual and Sick Leave Act of 1951 should be extended to all employees whose long term employment in overseas posts is contemplated.

3. Would you suggest consideration of an entirely new leave system? If so, describe in detail all features of the system you propose.

No. See also the answer to the next question.

4. What other comments or suggestions do you have on Federal leave administration?

It would be highly desirable to maintain the leave system on a stable basis. The frequent changes in the leave system which have taken place during the past few years have seriously complicated leave administration and have been injurious to employee morale.

OPERATION OF PUBLIC LAW 102, 83RD CONGRESS

The Agency has encountered no special problems in administering the provisions of P.L. 102, 83rd Congress during the brief period it has been in effect.

Sincerely yours,

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L. K. White
Acting Deputy Director

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Retyped: EO/DDA:JSW:djm
O&1 - Addressee
✓ 2 - A-DD/A *chronic & Sub*
1 - Comptroller
1 - OPD - *up in 731*
3 - PRDS